

Agenda
Personnel Committee Handout
Monday, October 7, 2013, 6:00 PM
Quorum Court Room, Admin. Building

I. Dept. 0101, Fund 1000 – County Clerk (page 4)

- A. Increase Part-time line by \$12,300 to cover a part-time probate clerk and additional part-time, temporary election staff.

II. Dept. 0102, Fund 1805 – Circuit Clerk (pages 5-8)

- A. Wage adjustment/Title Change for Software Application Administrator

III. Dept. 0400, Fund 1000 and Dept. 0418, Funds 1000, 3018, - Sheriff's Office and Jail (Pages 10 – 25)

- A. Department 0400, Fund 1000 – Sheriff's Office
 - 1) Delete one Sergeant and add one Lieutenant (Sheriff's Office)
 - 2) Delete one (1) Jailer I – Transport (grade 11) Dept. 0418, Fund 3018 (Jail Transport Fund and add one (1) Detective II (grade 14) - Dept. 0400, Fund 1000
 - 3) Wage adjustments for Internal Equity
 - 4) Certificate Pay
 - 5) On-call pay
- B. Department 0418, Fund 1000 County Jail
 - 1) Wage rate changes due to increase in grade (Jail Clerks)
 - 2) Wage adjustments for Internal Equity
- C. Department 0418, Fund
 - 1) Add Trained Medication Assistants
- D. Department 0418, Fund 3018 – Jail Transport
 - 1) Delete one (1) Jailer I – Transport (moving funding for the position to Dept. 0400, Fund 1000 – Sheriff's Office for a Detective II position
 - 2) Wage Adjustments for Internal Equity
 - 3) On-Call Pay
- E. Department 0418, Fund 3412 – Commissary Fund
 - 1) Wage Adjustments for Internal Equity (LPN)

IV. Dept. 0105, Fund 1802 – Benton County Assessor (pages 27-32)

- A. Delete one (1) GIS Technician I (grade 6) and add one (1) GIS Technician II (grade 10)
- B. Wage rate change due to increase in grade Executive Secretary

- V. Depts. 0401, 0404, 0405, 0403; Fund 1000 - Circuit Judges (pages 34 – 38)**
- A. Wage rate change due to grade change and internal equity. Bailiffs/Courtroom Security Officer
- VI. Dept. 0113, Fund 1000 - Accounting and Human Resources (pages 40 – 43)**
- A. Add one (1) Safety Coordinator, Grade 15
- VII. Dept. 0419, Fund 1000 – County Coroner (pages 45 – 49)**
- A. Delete one (1) Staff Assistant (grade 6) and add one (1) Coroner Assistant/Deputy Coroner (grade 8)
- VIII. Dept. 0500, Fund 1000 – Department of Emergency Management (page 50)**
- A. Wage Adjustment – Internal Equity
- IX. Dept. 0110, Fund 1000 – Planning (pages 51-67)**
- A. Delete one (1) Director of Planning and Environmental Services (grade 22); Delete one (1) Planning Coordinator (grade 8) and one (1) Staff Assistant (grade 6). Add one (1) Director of Planning (grade 18); one (1) Senior Planner (grade 12); and one (1) County Planner (grade 8)
- X. Dept. 0120, Fund 1000 – Building Safety (pages 68 – 83)**
- A. Delete one (1) Permit Specialist (grade 7) and one (1) Code Compliance Officer (grade 9); add one (1) Building Official (grade 16); add one (1) building inspector (grade 9); add one (1) Building Division Coordinator (grade 8); add one (1) Staff assistant (grade 6) change grade of Chief Building Inspector from grade 11 to grade 13
- XI. Dept. 130, Fund 1000 – Environmental Services (pages 85 – 88)**
- A. Delete one (1) Environmental Programs Coordinator (grade 7) and add one (1) Environmental Services Manager (grade 14)
- XII. Dept. 0200, Fund 2000 – Road Department (pages 89-93)**
- A. Delete one (1) Construction Superintendent I (grade 18); and one (1) Truck Driver II (grade 6). Add one (1) Director of Road and Bridge Construction and Maintenance (grade 22); Add one (1) Tool and Parts Attendant (grade 5).
- XIII. Dept. 0115, Fund 1000 – Information Technology (page 95)**
- A. Add a part-time fund for a PC Support Technician
- B. Wage adjustment for Internal Equity

XIV. Dept. 0800, Fund 1000 – Veterans’ Services (pages 96 – 101)

- A. Delete one (1) Senior Veterans’ Services Officer (grade 15) and one (1) Staff Assistant (grade 6). Add one (1) Director of Veterans’ Services (grade 16) and one (1) Female Veterans’ Outreach Service Officer (grade 12)

XV. Dept. 0414, Fund 1000 – Drug Court (pages 102 – 106)

- A. Add one (1) Drug Court Counselor (grade 16) and one (1) Staff Assistant (grade 6) due to loss of grant funding.

XVI. Dept. 0501, Fund 1000 – Office of Emergency Communications (page 107)

- A. Wage Adjustments for three (3) Public Safety Dispatch Supervisors (internal equity)

XVII. Employee Policy Changes

- A. Changes required under the Affordable Care Act
 - 1) Reduce the waiting period for eligibility from 90 days to 60 days
 - 2) Language changing the “sign-up” to “opt-out” for coverage
 - 3) Change hours worked per week to qualify for medical plan from 35 to 30 hours.
- B. Overtime for exempt positions
 - 1) Allowing for straight-time pay, for hours worked over 45 in one week, when a disaster has been declared by the County Judge.
- C. On-Call Pay
 - 1) Allowing for an extra \$20 for days that an employee is required to be “on-call.”
- D. Certificate Pay
 - 1) Allowing for additional pay for employees who meet certain certification milestones as required in their job description, professional standards, and/or internal standards.

XVIII. Salary Administration Policy

- A. Raise maximum hire-in rate from 90% of midpoint to midpoint of the salary range.
- B. Delete language that set parameters for amount of raises or decreases in wages for promotions and demotions. Also allow for increases in rates to achieve internal equity without approval of the court. providing they stay within the budget set at the beginning of the year. Also allow for increases in rates to achieve internal equity without approval of the court. (Allows elected officials to determine the proper amount without requiring approval of the court for wage adjustments and waiver of policies)

XIX. Discussion of Elected Officials Salary Increase and Employee raises.